

## Business Emergency Plan (BEP) Electronic Submittal Instructions

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Go to [www.esubmit.ocgov.com](http://www.esubmit.ocgov.com)

If you have not requested a password, Choose [Request a Username and Password](#)

Follow the directions on the screen. The username will be your email address. (A business is allowed up to two usernames.) Orange County Environmental Health issues the passwords, which may take up to three days. The password will be sent to your email address. Once a password has been received, login to [www.esubmit.ocgov.com](http://www.esubmit.ocgov.com) to complete the disclosure forms electronically.

If you were issued a username and password but do not remember, please email [esubmit@ochca.com](mailto:esubmit@ochca.com).

Feel free to call Fire Prevention if you have questions or require assistance.  
Nadine Morris (949) 644-3105  
[nmorris@nbfd.net](mailto:nmorris@nbfd.net)

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### COMPLETING THE BEP PAGES

Once logged in...

**submission packages** screen appears.

Choose [Newport Beach Hazardous Materials Business Emergency Plan](#) then click on the **Site Address** you are submitting a disclosure for. The **Business Activities** page appears.

#### HINTS:

- Clicking on a [blue underlined](#) field name provides an explanation of data to be entered in the field.
- Red asterisk (\*) denotes a required field.
- Complete fields that do not have an "\*" to the best of your ability. The more information you provide, the better assistance the fire department can provide in an emergency.

#### STEP 1

##### [Business Activities](#) Page

Verify the business name and address under [Facility ID #](#) and also at the upper top right in **orange**. [EPA ID #](#) - Enter if applicable, otherwise scroll down to [Activities Declaration](#) and check all programs that apply.

Once completed choose **Save Changes**, located at the bottom of the screen.

#### STEP 2

##### [Business Owner Operator](#) Page

Complete all fields on the page. It is important to provide email addresses, phone numbers, and proper contact names.

#### HINTS:

- "Beginning Date" and "Ending Date" should read the calendar year you are reporting.  
(i.e. 01/01/2011 and 12/31/2011)
- "Certification Date" (bottom of page) should be the date you are completing the disclosure.

When finished, choose **Save Changes**.

### STEP 3

#### Chemical Description Page(s)

To add chemicals, choose **Add Chemical Description** (bottom of page) until all chemicals have been added. Chemicals may be deleted by choosing **Delete** (bottom of page) if an error is made.

The chemical highlighted in **yellow** at the top of the page is displayed.

Choose **Save Changes** once completed.

**Note!** For help completing the chemical description fields, choose "Lookup Chemical From List." Choose a search option in "Lookup By." Type the information into the "Lookup" box. As you type, a list will appear. Choose the proper chemical from the list and **Chemical Information** will appear. To populate the chemical page, click **Select Chemical**. In **Part III Chemical Classification** choose [Click here for help classifying your chemical](#) then scroll down and choose **Classify** (click OK for any message boxes that appear.) A number of fields will be populated; the remaining fields will need to be completed using your MSDS or other documentation.

### STEP 4

#### Emergency Plan Page

Complete Parts I, II, and III. All questions must be answered.

When finished, choose **Save Changes**.

### STEP 5

#### Facility Maps Page

Maps must be placed on a grid. Choose [blank map](#) to view a sample grid map or [map example](#) to view a map on a grid.

At the bottom of the page, choose **Add Facility Maps**. Enter a Map Name, then choose **Upload**. Follow the instructions on the screen. Once the map has been uploaded, choose **Save Changes**.

The map name will appear at the top of the screen highlighted in **yellow**. It can be viewed by clicking the paperclip in the **yellow** highlighted box under Map Upload.

### FINISHED?

Once all pages have been completed, choose [Cover Sheet](#) if you would like to provide comments with your submittal or choose [confirm your submission](#) to submit with no comments.

### PRINTING THE BUSINESS EMERGENCY PLAN PAGES

Choose **Home**, upper right portion of screen.

Choose [Newport Beach Hazardous Materials Business Emergency Plan](#).

Choose [Print \(date\) Summary](#).

A copy of the complete Business Emergency Plan shall be kept onsite and available at each annual inspection.

### Note:

#### Change in Facility Owner / DBA / Address

Any future changes to the facility owner, dba, or address must be done using this form. The link is located on the left side of the screen once you entered your **Site Address**.